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ITC527 – Integrating Instruction Technology K-12, Spring 2009

Unit Plan: Creating an “All About Me” PowerPoint

Grade/Content Area: Grade 4, Technology

Stage 1: Desired Results

Established Goals

Pennsylvania State Academic Standards:

- 1.4.B Write informational sentences using illustrations when appropriate.
- 1.5.C Write with controlled and/or subtle organization.
- 1.5.F Edit writing using the conventions of language.
- 1.6.A Listen to others.
- 1.6.C Speak using skills appropriate to formal speech situations.
- 1.6.E Participate in small and large group discussions and presentations.
- 1.6.F Use media for learning purposes.
- 3.7.C Identify basic computer operations and concepts.
- 3.7.D Use basic computer software.

Understandings

- People are expected to effectively communicate with each other.
- Not all information is appropriate for sharing in all situations.
- Technology can make tasks easier.
- PowerPoint is a preferred presentation software.

Essential Questions

- How is it determined what is appropriate autobiographical information?
- How does technology enhance communication?
- Why is it important to be able to communicate effectively?

Students will be able to:

- Write and illustrate appropriate autobiographical data.
- Organize autobiographical data in a logical order.
- Edit presentation using correct grammar and spelling.
- Identify specific information about other students.
- Participate in group discussions.
- Take and upload pictures using a digital camera.
- Save and edit data on the computer.
- Demonstrate knowledge of PowerPoint software by creating a presentation.

Differentiation Plan

- Regular education students will present a minimum of twelve slides, with images, sound, and animations on each.
- Gifted students will present a minimum of fifteen slides, with images, sound, animations, and transitions on each.
- Special needs students will present a minimum of eight slides, with images on each.
- Students who have successfully completed a lesson may help other students work towards completing the same lesson.

Stage 2: Assessment Evidence

Performance Tasks

Students will create a presentation about themselves using PowerPoint software.

Students will be judged on their understanding of the unit criteria based on the attached rubric (Attachment A) which will be completed during the culminating activity.

Other Evidence

Teacher observation of student participation during initiating activity and guided learning activities.

Stage 3: Learning Plan

Learning Activities

A. Steps for Students

Initiating Activity

- Lesson 1: *What's Interesting About ME? PowerPoint Game*

In this lesson, students will play a game that teaches them what constitutes interesting and appropriate biographical facts (Attachment B). The “gameboard” is a PowerPoint project that gives the students an opportunity to share interesting facts about themselves. The randomly-chosen students pick a number on the projected gameboard which takes them to a question, which must be answered by the student. The questions range from the thought-provoking “What makes a good friend?” to the relatively easy “What is your favorite picture book?” During this lesson, the teacher also explains why some personal information is private and shouldn’t be included in the autobiographical project.

Guided Learning Activities

- Lesson 2: *Purpose of the PowerPoint*

During the first part of this lesson, the teacher hands out a list of information about him/herself (Attachment C). The teacher asks the students why this is not a good way to present information. The teacher tells the students that the information is good and some of the facts could be answers to questions on the “What’s Interesting About ME?” Game. The teacher then asks the students for suggestions on ways to make talking about yourself more interesting. The second part of the lesson consists of the teacher projecting a PowerPoint presentation that gives the exact same information on the handout, but now includes images and sounds on the slides (Attachment D). After the PowerPoint, teacher should initiate a discussion about how technology has improved the presentation of the information.

- Lesson 3: *PowerPoint Basics and Saving to a Flashdrive*

The first part of this lesson will teach students about the slides used to make

presentations. The teacher will show the students the *PowerPoint about how to make PowerPoints* (Attachment E). This file is saved permanently on the common student files and is available for students to refer to at any time. It contains an outline of the instructions needed to create the “All About Me” PowerPoint. Students will learn to format the background and choose the appropriate slide layout needed for a particular slide. Students will be introduced to the basic components of PowerPoint, such as the menu items, buttons and toolbars. Students will explore PowerPoint options and create a title slide including any background or template, the title “All About Me” and the student’s name. During the second part of the lesson, each student will be given a Flashdrive (a USB flash memory data storage device.) The teacher will model saving the title slide to the Flashdrive. The students will then save their title slide to the Flashdrive, using their name as the file name.

- *Lesson 4: Kidspiration*
In this lesson students will create a graphic organizer using Kidspiration software. This graphic organizer will have the student as the main idea and interesting autobiographical facts as the details. Teacher will create a sample Kidspiration project (Attachment F) using the projector while the students watch. The students will then create and print their own projects.
- *Lesson 5: Using a Digital Camera and Downloading and Saving Pictures*
Students will learn the basic functions of a digital camera. Since all cameras work differently, students will learn to use the Sony cameras available in the computer lab. These cameras require very little adjustment, other than flash on or off. Other camera functions students should be aware of are review and delete. Each student should have pictures of at least two “favorite things” that they’d like to feature in their PowerPoint. After all the pictures have been taken, the teacher will show the students how to download the pictures to the common files on the PC. Students will locate their images and save them to their Flashdrive.
- *Lesson 6: Adding Text Boxes and Images to Slides*
In this lesson, students will be shown how to add the autobiographical facts from their Kidspiration projects to their slides by creating text boxes. They will also be able to change the font, size and color of the text they choose. After they have added the facts, the students should insert an image for each slide. They may choose to add the pictures that are stored on their Flashdrives, or they may go to Clipart Online, and copy and paste those images into their PowerPoint.
- *Lesson 7: Adding Voice to Slides*
The teacher will first show the students how to create an MP3 file, using the sound recorder found in the Windows Accessories file. Using a microphone plugged into their PCs, students will narrate each slide and save it as an MP3 file to their Flashdrives. These files will then be inserted into the appropriate slide of the PowerPoint.
- *Lesson 8: Animations and Slide Transitions*

One of the most fun things for students using PowerPoint is making the text fly in or the image sparkle in. The teacher should show the students the different animations available for emphasizing text or images. Remind students that “less is more” when using animations. There are also several options for slide transitions. Students should be using this lesson practicing and choosing appropriate animations and transitions.

- Lesson 9: *Editing and Organizing the PowerPoint Presentation*

The teacher will have the students edit their presentations by exchanging with a partner. After the editing has been completed and checked by the teacher, the students should organize their slides in a logical order. Remind students to group like slides together (family, friends, activities, favorite things) instead of a random display. The teacher should approve a final copy of the presentation and ensure it is saved correctly to the Flashdrive.

Culminating Activity

- Lesson 10: *Presenting the PowerPoints*

Students will be presenting their “All About Me” PowerPoints to their classmates. Before the presentations begin, remind students of the skills needed to be a successful public speaker (volume, eye contact, modulation, speed). Also remind students to be respectful listeners to the presenters. Teacher will use the PowerPoint and the student’s oral presentation to complete the rubric during the presentation.

B. Notes for Teachers

- Check that all computers are working properly and have network connection.
- Copy Attachment C, “My Plain Presentation”; one for every student.
- Ensure printer has ink for Kidspiration projects.
- Students who are finished before the class is over may help other students.
- Make sure cameras are charged and cable or card reader is available.
- Make sure the projector is connected and working correctly.
- If the computers do not have internal microphones, get enough external microphones—one for every two students, minimum.
- Each numbered computer has a numbered Flashdrive; make sure they are all accounted for and available.
- Remind students the day before that they should bring in at least two, but no more than five, favorite things to photograph for their presentation.

C. Materials to have ready:

- One computer for each student, with:
 - Microsoft PowerPoint application
 - Kidspiration software
 - Internet/network connection
 - Internal or external microphone
 - Flashdrive
- Digital cameras, minimum two
- Projector

- Network printer, with ink to print Kidspiration projects
- Copies of “My Plain Presentation”; one for each student
- Copies of rubric; one for each student to be graded
- “What’s Interesting About ME?” PowerPoint; to be projected
- Teacher’s PowerPoint Presentation; to be projected
- “How to Make a PowerPoint” PowerPoint; stored in common files

D. Resources

- McTighe, Jay and Grant Wiggins. Schooling by Design: Strategies and Tools for Academic Leaders. ASCD, 2007.
- Microsoft Corporation, Clipart 2009.
- Recesso, Art and Chandra Orrill. Integrating Technology into Teaching. New York: Houghton Mifflin, 2008.

E. Time Needed

9 lessons @ 45 minutes per lesson

About two hours for culminating activity (Lesson 10—Presentations)

Stage 4: Reflection